

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 21 JUNE 2011 AT 7.30 PM IN THE COUNCIL CHAMBER STANHOPE AVENUE

PRESENT

Councillors: D Clarke (Chair); J Nelstrop, P Franklin, C Cooper, T Peacock, D Robinson, R Sanderson, D Hill and B Chapman

IN ATTENDANCE

A Bushell (Parish Clerk) and District Cllr Leyland

6421 CHAIRMAN'S REMARKS

The Chair proposed that the order of the agenda be altered to allow the guest speaker to address the Council before the Council adopted the notes of the previous meeting. This was seconded and RESOLVED and the presentation from David Williams of Tennis Buddies became agenda item 4.

6422 APOLOGIES FOR ABSENCE WITH REASON GIVEN

District Cllr Harness had sent his apologies.

6423 TO RECEIVE DECLARATIONS OF INTEREST

Cllr Robinson, Cllr Clarke, Cllr Nelstrop, Cllr Hill, Cllr Franklin, Cllr Cooper and Cllr Chapman declared a personal interest in the Friends of Jubilee Park (FOJP) grant application, agenda item 15 (minute ref. 6435) as they were all members of FOJP.

6424 PRESENTATION FROM DAVID WILLIAMS FROM TENNIS BUDDIES ABOUT A PROPOSAL FOR THE JUBILEE PARK RALLY FIELD

David Williams introduced himself and provided the Parish Council with background information about Tennis Buddies club. He informed the Parish Council that the current lease at Bainland Park was due to expire in September 2012 and the club was actively looking for alternative premises to move to. He explained to the meeting why he felt that the rally field was suitable land to build an indoor sporting facility. Mr Williams spoke about the costs for the project, the design and size of the proposed building and he informed the meeting that he was very close to submitting a proposal to ELDC. Mr Williams answered questions about the project and it was proposed, seconded and RESOLVED to pass the proposal to the Jubilee Park Management Committee to consider and it would be considered by the Parish Council for a formal opinion at its next meeting on 16th August.

David Williams left the meeting at 7.50pm and did not return.

6425 NOTES OF THE ANNUAL MEETING HELD ON 17 MAY TO BE APPROVED AS THE MINUTES

It was proposed, seconded and RESOLVED to accept the notes as being a true record of the meeting.

6426 REPORTS FROM CLERK AND COUNCILLORS ON MATTERS OUTSTANDING AND ACTIONS ARISING FROM THE MINUTES

Royal Square Flag Pole – ELDC had accepted responsibility for the flag pole and had agreed to carry out the repairs that were needed, but they had confirmed that it was

not their responsibility to find somebody to raise the flags, so an article had been put in the latest issue of the Parish Council newsletter to try and find somebody to take on this role.

The Armed Forces day flag had arrived and Cllr Chapman had agreed to raise and lower this flag.

Temporary Events Notice for beer tent at the Peoples Pageant – The Jubilee Park Management Committee had arranged for the Petwood Hotel to run a Pimms Tent in Jubilee Park on the day of the pageant and there would also be a beer tent run by the owners of Smarties. The businesses running the tents had agreed to apply for the relevant licenses that were needed so it had not been necessary for the Parish Council to apply for a Temporary Events Notice.

Village Clock – The Village clock had been repaired and was now working correctly.

Map Boards – The new adverts were well underway but were taking longer than anticipated. Brian Olive was still waiting for several businesses to submit their adverts and all the space on both boards had not been filled, although some businesses had come forward who had not initially expressed an interest.

Village Design Statement – The Clerk sent the draft VDS to ELDC back in February and had chased them up to ask if they had looked at the document yet. ELDC had asked if the Parish Council could provide them with a deadline to consider the document by. It was proposed, seconded and RESOLVED to ask for a response in time for the September Parish Council meeting.

Kirkstead Bridge speed limit – The Clerk agreed to contact Highways and find out when the new 40mph speed limit signs across Kirkstead Bridge would be put in place.

6427 REPORT FROM DISTRICT & COUNTY COUNCILLORS

Cllr Leyland reported that he had attended training on the Localism Bill and he also spoke about Neighbourhood Development plans. Cllr Leyland spoke about a potential development of the Spa Baths, but stated that it was at a very early stage and not much information was currently available.

6428 PLANNING APPLICATIONS

a. S/215/00875/11 – 1 Station Road

It was proposed, seconded and RESOLVED to support the application for consent to display 1 no. externally illuminated fascia, alterations to existing canopies to provide replacement fabric coverings and an opaque window film, on the condition that the Planning Officer checks that the proposed light fittings conform with other light fittings along the road and are in keeping with the conservation area.

b. S/215/00904/11 – 35 King Edward Road

It was proposed, seconded and RESOLVED to object to the erection of 1 no. detached house to include alterations to existing vehicular access, as it was felt that the application verged on overdevelopment of the site and the house was out of proportion and out of character with the neighbouring properties which were bungalows. It was felt that the additional dwelling would also have a negative impact on the road as it was a very congested area of the village due to it being the main road to the primary school and the road would struggle to cope with any additional traffic.

6429 TREE APPLICATION AT 45 WOODLAND DRIVE

It was proposed, seconded and RESOLVED to support the application to fell a Scotts Pine tree which was located within a T.P.O area. The Tree Group had considered the

application and could see no issues. The Parish Council agreed to ask the Tree Officer to ensure that the applicant would plant a replacement tree.

6430 EMERGENCY FLOOD PLAN

a. To agree a process for submitting comments on the draft plan

It was proposed, seconded and RESOLVED that Cllr Sanderson would collate responses and put together a revised draft to be considered at August's meeting.

b. To appoint flood wardens for the village

Two new flood wardens were needed as the previous wardens had moved out of the village. The Council would wait and see if there was any response from the newsletter article.

c. To resolve for a councillor to attend emergency flood plan training

It was proposed, seconded and RESOLVED that Cllr Sanderson would attend Emergency Flood Training and try and establish what a rehearsal would involve.

District Cllr Leyland left the meeting at 8.16pm and did not return.

6431 SUGGESTIONS TO BE TAKEN TO THE ROTARY CLUB CHRISTMAS FAYRE MEETING

It was proposed, seconded and RESOLVED that Cllr Clarke and Cllr Robinson would attend the next meeting on 29th June.

It was proposed, seconded and RESOLVED to make the following suggestions to the Rotary Club:

- Move the Carol Service to the Co-op car park
- Make Co-op car park a focal point for the whole evening
- Move stalls to the south side of the road to make the roads more open
- Have attractions at the Tattershall Road end of the village
- Have an event taking place in Royal Square to avoid that end of the village being isolated.
- Not to have a pipe leading the procession this year
- Have the procession going from Royal Square to the Co-op car park.

6432 JUBILEE PARK

a. To approve changes to the Jubilee Park Management Committee terms of reference

The Chairman ran through the suggested changes and it was proposed, seconded and RESOLVED to approve changes to paragraphs 3, 4, 11 and item 5 of the additional notes.

b. To receive and agree a proposal to install CCTV in Jubilee Park

An offer had been received from the Co-op to install CCTV cameras free of charge following incidents of vandalism in the Park. It was proposed, seconded and RESOLVED to support the proposal in principle subject to the following:

- Ensure that the quality of the recording is good enough to provide identification for the Police
- Get advice from the ELDC Crime Officer or Police Crime Reductions Officer
- Ensure that the installation is done in accordance with legal guidelines
- Get guidelines and policy for CCTV cameras

It was proposed, seconded and RESOLVED to pass the matter onto the Jubilee Park Management Committee (JPMC) to get the required advice, guidelines and policy and ensure that the installation is compliant with legal requirements. The JPMC will report back to the Parish Council at the next meeting.

c. To receive a draft financial projection

It was agreed that the Parish Council needed to ensure that things were running right and then could feedback any concerns that they might have to the Management Committee.

It was proposed, seconded and RESOLVED to contact the external auditor to get advice on whether commercially sensitive information could be restricted from the public domain until the end of the financial year.

It was reported that there was nothing for the Parish Council to be concerned about at the moment as both the pool usage and caravan bookings were very good. JPMC would confirm that things were on track at the next Management Committee meeting and keep the Parish Council informed.

d. To receive the notes from the Management Committee meeting held on 25th May 2011 and a verbal report

It was proposed, seconded and RESOLVED to receive the notes of the meeting.

e. To review the reporting cycle of the Management Committee to the Parish Council

It was agreed that the Management Committee needed to meet monthly and the meeting should take place before the full Council meeting so that the report to the Parish Council meeting could be a corporate one.

6433 FINANCIAL MATTERS

a. To receive the internal auditors report and take appropriate action arising from it

Mrs M E Ritson of 15 Victoria Avenue, Woodhall Spa had completed the internal audit and the Chair read out her report. There was no action needed.

b. To approve the end of year accounts and complete section 2 of the Annual Return form

It was proposed, seconded and RESOLVED to approve the end of year accounts and complete section 2 of the Annual Return Form. The Annual Return form was signed by both the Chairman and the Clerk.

c. To approve retrospective payments

The following retrospective payments were approved:

Recipient	Details	Amount
A Bushell	Clerks Wages	£747.59
LCC Pension Fund	May pension contributions	£229.20
HM Revenue & Customs	PAYE & NIC (May)	£99.03
S Holmes	Village maintenance (May)	£130.00
Mrs Ritson	Internal Audit	£60.00
Mrs Johnson	Office cleaning (May)	£20.00
R Bryant	Grave Digging	£270.00
Welton Garden Services	Cemetery Maintenance (May)	£310.00
Woodhall Wizards	Grant	£750.00
A Bushell	Re-imburse ink cartridges	£39.46
Sills & Betteridge	Legal fees Jubilee Park transfer	£600.00
A Bushell / Zephyr	Armed forces day flag	£16.20
Page Paper	Stationery	£33.03
S Holmes	Village maintenance (June)	£120.00
E-on	Electricity at Royal Square	£9.12

Talk Talk Business	Telephone calls, Line rental & Broadband	£52.84
E-on	Gas at office	£52.25
Scottish Power	Electricity at office	£30.00

d. Payments to be made

The following payments were approved:

Recipient	Details	Amount
LALC	Training course lunch (H&S training)	£6.50
Welton Garden Services	Cemetery Maintenance (June)	£310.00
Mrs Johnson	Office cleaning (June)	£20.00
A Bushell	Clerks Wages (June (5 week month))	£889.43
LCC Pension Fund	June pension contributions	£286.50
HMRC	PAYE & NIC (May)	£139.56
A Bushell	Mileage Allowance	£28.35
A Bushell	Reimburse for postage costs	£3.15
Cupit Print	Newsletter	£100.00

e. To resolve to move £200 from the Britain in Bloom budget into the Royal Square budget to buy additional plants in Royal Square

Due to the entire Royal Square planting budget being used to plant 'The Wings' in Royal Square, it was proposed, seconded and RESOLVED to move £200 from the Britain in Bloom budget into the Royal Square budget.

f. Report from Finance Working Group

Cllr Clarke and Cllr Franklin reported the following items:

- A new accounts spreadsheet had been set up for the Parish Council accounts
- The Peoples Pageant Committee had asked for permission to use the Parish Council's electricity supply at Royal Square and due to time restrictions the Finance Working Group had provisionally said yes. It was RESOLVED to allow the Peoples Pageant to use the electricity supply on Saturday 9th July on the condition that they would be responsible for their own cabling and all connections were carried out by a competent electrician.
- Jubilee Park was now VAT registered
- They had considered the FOJP grant application, but felt that it was more appropriate for it to be considered by full Council.

6434 TO REPLACE THE BENCH AT 124 WITHAM ROAD (NEAR BUS STOP)

It was proposed, seconded and RESOLVED to purchase a Harrington 3 seater bench from Ecofurn at a cost of £255 + VAT.

It was proposed, seconded and RESOLVED to have the bench installed on a concrete base by Stuart Holmes for the cost of £50.

Cllrs Hill, Franklin, Chapman, Nelstrop, Cooper, Clarke and Robinson repeated their declarations of personal interests as members of FOJP.

6435 FRIENDS OF JUBILEE PARK (FOJP) GRANT APPLICATION

Cllr Robinson explained the reason behind FOJP having its own newsletter.

It was proposed, seconded and RESOLVED that the Parish Council would not award FOJP with a grant for this purpose, but would instead pay costs of up to £110 for the newsletter as the owner of Jubilee Park on the condition that FOJP did all the work. It was proposed, seconded and RESOLVED that the money for this would come from the Community Services budget.

6436 TO ENDORSE AN ELDC COMMUNITY GRANT APPLICATION BY THE WOODHALL SPA OVER 60'S BOWLS CLUB

It was proposed, seconded and RESOLVED to support this grant application. The Chairman signed the form.

6437 AGENDA ITEMS FOR THE JOINT MEETING WITH KIRKBY-ON-BAIN AND ROUGHTON PARISH COUNCILS

It was proposed, seconded and RESOLVED that the following items would be included on the agenda:

- Joint training
- Speeding along Horncastle Road
- Protecting the woods
- Policing issues (Anti-social behaviour)

Councillors were asked to get any other suggestions to the Clerk by the end of the month.

6438 TO CO-OPT COUNCILLORS TO FILL VACANCIES

It was proposed, seconded and RESOLVED to co-opt Ben Booth onto the Parish Council.

The Clerk would write to Mr Booth and welcome him onto the Council.

6439 TO RECEIVE A REPORT ON RISK MANAGEMENT PROCEDURES AT KIRKBY LANE CEMETERY

Cllr Robinson informed the Council that memorial testing had been carried out at the cemetery by both Cllr Robinson and Cllr Franklin and 26 memorials had been found to be unsafe, of which two of these stones had been laid down. The Clerk would try and the contact the owners.

6440 REPORTS FROM COMMITTEES AND GROUPS

YOUTH CLUB MANAGEMENT

The disco which had been organised with the other local youth clubs had been cancelled as there were not enough children. It was reported that there had been no youth club this week due to the lack of staff and children.

LCC had been invited to come and speak to the Council about the future of the Youth Club, but they had not responded to the request.

SNOW & ICE PLAN WORKING GROUP

Cllr Sanderson asked for there to be an item on the August agenda so that a report could be given to the Council.

CHAMBER OF TRADE & TOURISM (WSCTT)

A member had agreed to attend the August meeting to give a report

SECURITY WORKING GROUP

They would look hard at the Co-op CCTV offer for Jubilee Park and use it as an example for other areas of the village.

TREE GROUP

They are doing an inventory of trees in Woodhall Spa to identify trees with T.P.O's and important ones which may need a T.P.O.

TWINNING

The recent twinning visit had been very successful. It was also reported that the Committee had a new Chairman.

HERITAGE COMMITTEE

They had been looking at the Article 4.1 Direction and comparing the Woodhall Spa draft to adopted documents from other parishes. They were trying to get feedback from the District Councillors as to why they had previously objected to the document and were awaiting these comments before presenting it to the Parish Council to comment. It was emphasised that there was a need to consult with the community for proceeding any further with this.

FRIENDS OF JUBILEE PARK (FOJP)

Three events had been planned in the park to raise funds and these were the Late night swim and hog roast on 6th August, 'Picnic in the Park' on 28th August and Firework Extravaganza on 5th November.

6441 CORRESPONDENCE

a. Received since last meeting

The Council was informed that the following pieces of correspondence had been received and were available to view on request:

Sender	Details	Action
LCC	Notification of Street Lighting Replacement Scheme - Cromwell Ave & Albany Road	Inform Cllrs at Junes Meeting
Woodhall Spa Pageant Committee	Thank you letter for £500 donation	Displayed
LCC	Confirmation of Tattershall Thorpe weight restriction order	
ELDC Planning	Full Planning Permission S/215/00636/11 - 34 Witham Road	Filed
ELDC Planning	Full Planning Permission S/215/00581/11 - Stafford Vere Court	Filed
ELDC Planning	Withdrawal of planning application S/215/00622/11 - 6 Station Road, consent to display ATM sign	Inform Council & file
David Williams	Tennis Buddies proposal for Rally Field	Agenda item
Terrence Higgins Trust	Request to carry out & display information about Chlamydia testing at Jubilee Park	Refer to JPMC
Resident of Oaklands Court	Request to investigate options available to make it safer for elderly people to cross 'Tattershall Road	Council to consider a response
Mr Nash	Response to our letter dated 18th April	Council to respond
Mr Moorey	Querying evidence provided by Woodland Estates to gain an EMDA grant for the Woodhall Country Park caravan site	Ask Council if wish to respond
Woodhall Spa Cricket	Letter regarding Tennis Buddies proposal for the rally field	Chairman responded
HMRC	Confirmation of on-line VAT registration	Filed
LCC	Road Closure Notice - Tarleton Avenue 27/06/11-15/07/11	Displayed
Build a Future	Invitation to open day	Informed Cllrs
ELDC Planning	Full Planning Permission - S/215/00327/11	Filed

ELDC Planning	S/215/00327/11 - 23 Witham Road - Explanation and a new site plan for granting approval	Inform Planning Ctee
Community Lincs	Information about their digital switch over help scheme	Inform Council
LCC	Minerals & Waste LDF, Development Management Policies, Draft waste policy DM19 consultation	June agenda item
Woodhall Spa Country Show	Thank you letter for sponsorship & Support	Displayed
ELDC Planning	S/215/00875/11 - 1 Station Road consent to display application	June agenda item

It was agreed not to respond to the LCC Minerals and Waste Consultation due to the next Parish Council meeting not being held until 16 August.

b. To agree responses to items of correspondence

Residents of Oaklands Court

It was proposed, seconded and RESOLVED to refer this item to Highways.

Mr Nash

The Clerk was asked to reply by stating that the Parish Council believed that it had responded to all the points that had been raised and had nothing further to add. The Clerk was asked to explain within the letter why councillors could not respond individually.

Mr Moorey

The Clerk was asked to respond by stating that the Parish Council did not feel that they could make a comment on this issue.

6442 TO DISCUSS THE NEED TO REPLACE THE ‘OFFICIAL SEAL’, CHAIN OF OFFICE AND TO RECORD PAST MEMBERSHIP OF THE COUNCIL

Due to the time it was proposed, seconded and RESOLVED to defer this item to the next meeting.

6443 DATES AND TIMES OF NEXT MEETINGS

- 29th June at 7pm – Jubilee Park Management Committee meeting
- 5th July at 7pm – Joint parishes meeting
- 16th August at 7.15pm – Parish Council meeting

6444 ITEMS FOR THE NEXT AGENDA

It was agreed that the following items would appear on the agenda for the next meeting:

- Response to the Tennis Buddies proposal for the Jubilee Park rally field
- Emergency Plan

6445 TO RESOLVE ON WHETHER THE COUNCIL WILL MOVE INTO CLOSED SESSION TO DISCUSS THE FEEDBACK FROM THE CLERK’S APPRAISAL AND CHANGES TO THE CLERK’S CONTRACT OF EMPLOYMENT

It was proposed, seconded and RESOLVED to move into closed session to discuss the Clerk’s appraisal and contract.

There were no members of press or public present, but the Clerk left the room at 10.20pm.

Cllr Robinson took notes for the next agenda item.

**6446 TO RECEIVE FEEDBACK FROM THE CLERK'S APPRAISAL
CARRIED OUT BY THE CHAIR AND VICE CHAIR AND AGREE
CHANGES TO THE CLERK'S CONTRACT OF EMPLOYMENT**

The Council received a report from the Chair and Vice Chair on the Clerk's appraisal. There was nothing adverse to report other than the Clerk's reluctance to highlight workload issues.

The Council thanked the Clerk for her excellent work and commitment to her position.

It was proposed, seconded and RESOLVED to increase the Clerks hours from 22 to 25 to be effective from 1st June 2011.

The Clerk returned to the meeting at 10.25pm

The Chair declared the meeting closed at 10.25pm.

Notes from the public forum (7.15 – 7.30pm)

There was 1 member of the public present along with PCSO Stutchfield and District Cllr Leyland.

- The Council had been provided with a list of incidents that had taken place in the village by the Local Policing Team.
- PCSO Stutchfield reported that she had asked the Crimes Reduction Officer to provide the Parish Council with info on CCTV. She provided the meeting with an update with the incidents of vandalism at Jubilee Park and informed the meeting that the Police would continue to keep monitoring the situation. PCSO Stutchfield also spoke about changes to the Neighbourhood Policing Team.